



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Questions & Answers

Issued: February 14, 2013

RFP #13-002-40

State Government Relations Services (Lobbying) (Shelby County Board of County Commissioners)

TO ALL PROSPECTIVE BIDDERS:

The following questions were submitted by a potential vendor. Our answers are listed in **red** below:

1. In Section IX. Purpose/Scope of Work, 7. says "All costs associated with performing the required Services shall be submitted as single hourly rates." Does this preclude making a cost proposal that has a flat monthly retainer amount for services instead of an hourly billing rate?

The responders are not precluded from providing flat fees for outlined services, however, "single hourly rates" for services must be submitted as requested.

Does this contract require billing and documentation on an hourly basis for services?

Yes

2. In Section XI. Proposal Submission, under 3. in the Notation, it again reiterates the "single hourly rates" language. Any further explanation is appreciated.

Same as No. 1 above.